



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
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May 24, 2005

MEMORANDUM FOR DISTRICT SUPERINTENDENTS, DoDDS-EUROPE

SUBJECT: District Manpower Management System (MMS) Management Standard
Operating Procedures (SOP)

A. PURPOSE: To specify responsibilities of MMS management at district Human Resources Offices (HROs).

B. APPLICABILITY: This SOP applies to all DoDDS-E district HROs.

C. POLICY: District superintendents (or the designated DSO Manpower Point of Contact or DSO POC) are responsible for managing Full Time Equivalent (FTE) positions. This includes requesting and securing authorization from DoDDS-E Manpower for new positions, changing position categories, moving positions to other job categories (manpower job titles), moving positions from one geographical location to another, and deleting positions.

District Personnel Center Representatives (PCR) are responsible for the daily management of the MMS rosters. The relationship and specific responsibilities must be identified and clearly understood by the district superintendent, DSO POC, Human Resource Office (HRO) and the PCR to ensure a solid FTE verification process through a system of redundant checks and balances. It is especially important that the PCR understands what specific items need to be coordinated and agreed upon in order to ensure a smooth process (i.e., obtaining seasonal work schedules, requests for over hire authority, Request for Personnel Action (RPA) recruit/fills etc.). The integrity and viability of MMS can only be maintained through clear communication and cooperation between all stakeholders.

1. The district superintendent (and the designated DSO POC) is responsible for ensuring that FTE positions, once approved and issued on an updated Manpower Staffing Authorization Documents (SAD), are accurate. Communication between the DSO POC and the PRC ensures that any RPA within the DSO is processed after full review has been executed and the position (or vacancy) is authorized.

NOTE: PCRs and DSO POC's receive notification of completed actions by DoDDS-E Manpower weekly and via email with each completed manpower change.

2. PCRs will establish a primary MMS book in a large 3 ring binder by school year containing the SAD and the Employee Roster By Job, tabbed by school for their district. This is the Human Resources core of MMS, which drives and directs the workload. This book will be updated as changes occur. Human Resources Assistants (HRAs) are responsible for identifying

and populating specific employee job details and comments for each employee on the Employee Roster by job (i.e., Elementary Classroom Teacher should indicate specific grade taught, or other professional position such as Art, Music, Comp Ed, etc...). Local National (LN) employee information must also be entered into MMS to ensure accurate roster maintenance of all assigned personnel. PCRs will insure that the binder is historically maintained through a weekly review.

3. PCRs are responsible for ensuring that all changes and/or amended SADs are distributed to HRAs in a timely manner.

4. PCRs must ensure that work schedules for seasonal employees are set annually prior to August 1st, the beginning of the school year. MMS roster comments are to reflect the daily hours multiplied by the number of seasonal days allotted for a total number of annual hours, which is not to exceed the authorized figure provided by Manpower. Once set, this calculation can only be changed by the superintendent or DSO POC.

5. PCRs will accurately maintain the following items by school in the MMS binder:

- a. An NTE listing updated monthly.
- b. A listing of all employees on Leave Without Pay (updated as needed).
- c. A substitute teacher roster obtained via EPD. PCRs must ensure that HRAs work with school secretaries in developing an accurate roster containing only substitutes that are currently and actively performing substitute duties. Substitutes that are no longer in the overseas area, have accepted other full-time employment, or have failed to accept duty assignments must be separated and removed from the payroll system.
- d. A list of all employees appointed using the Overseas Limited Appointing Authority (OSL).
- e. A retirement roster containing a listing of all employees that have submitted a signed retirement RPA SF-52. The date of retirement must be clearly indicated on this roster.

6. PCRs are responsible for ensuring that recruit/fill RPAs are validated against a true vacancy and an authorized and available FTE resource in MMS. The VICE (person leaving) must match the RPA for the recruit/fill to be submitted. This is accomplished by verifying the VICE against a valid signed resignation, separation, reassignment, movement to another position, or by verification of a new position that is not encumbered. The PCR ensures input of the RPA number in the comments section, and indicates the date the Referral list was issued, pending selection, etc. Once a hiring selection has been made, the selectee's name will be input manually. A "?" will show next to an employee name any time a manual entry of their name has been made and will remain so until such time the action has flowed through MODERN and been updated within MMS. Any "?" found on the Employee Roster By Job report must be checked bi-weekly as MMS is updated with MODERN every two weeks. Once that employee name is

reflected in the drop down menu, they are selected from the menu, placed into their position, and the “?” is removed. Names that persistently reflect a “?” and not available in the drop down menu must be reported to Manpower (usually within 3 or 4 Pay Periods from the start date of the employee) for assistance. The “?” is a positive indicator that MMS is being maintained as appropriate.

NOTE: LNs are not within MODERN and are a manual entry “?” input.

7. PCRs are co-responsible with the DSO POC for the absolute integrity of managing MMS to ensure that over executions do not occur.

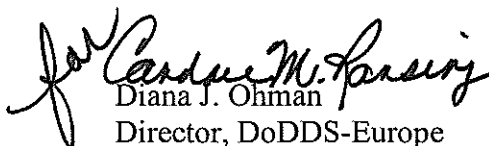
8. Over hire authorizations must be reflected in the comments/remarks section by specifying the name of the over hire and NTE date. Once the NTE date expires, the over-hire must be removed and the superintendent or DSO POC notified. Over hires and over hire extensions must be approved by the DSO POC and then authorized by the DoDDS-E Manpower POC prior to enactment.

9. When an RPA that affects an MMS roster is generated, (i.e. changes in hours, conversion, etc.), the appropriate changes are also to be reflected immediately in MMS.

10. Monthly MMS verifications are a required PCR responsibility shared with the DSO POC. Printed SADs and Employee Rosters By Job are sent to each school principal monthly for review. Principals will verify the accuracy of FTE totals and employee assignments and return a monthly Roster Certification Statement for that school.

11. The DSO POC will provide a monthly Roster Statement of Assurance to Manpower by the 10th of each month verifying accuracy of all DSO rosters. This report will detail any short or long term FTE and/or roster discrepancies or over executions and will outline corrective actions to be taken to remove the discrepancy

D. EFFECTIVE DATE: This SOP is effective May 31, 2005.


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